

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
March 24, 2016

1. **Meeting Called to Order** at 1:00 p.m. by Board Chair, Leon Wolfe, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI.
2. **Roll Call**- Jeremy Meek, Iowa County; Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County; John Bartels, Lafayette County; Carol Korn, Lafayette County; and Leon Wolfe, Lafayette County, were present.

Others Present- Cecile McManus, Executive Director; and Jan Baker, Financial Officer.
3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places seven days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for March 24, 2016** *Motion to approve agenda made by Bartels; seconded by Nankee. Motion carried.*
5. **Approval of the Minutes of the February 18, 2016 Board Meeting** *Motion was made by Korn to approve the minutes; seconded by Bartels. Motion carried.*
6. **Reports from other Board members and members of the audience**
Baker passed around the County Press paper where there was an article about Farrah Morrissey, the new Benton cook manager, and a picture of recipients of DUWI grants, which included Leon and Cecile. Nankee liked Cecile's article in the News and Views, where she noted that there are nearby towns we serve that have no grocery stores.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County – No report. For Iowa County- No report. Baker said both ladies had an ADRC regional meeting today. She learned that this meeting is always scheduled for the fourth Thursday of the month.
8. **Monthly Reports-Possible action-** Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in February was \$1.56. We have \$83,278.48, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have deposits from Continuous of \$3736.25, meal donations of \$10,113.46, Village of Benton \$3500 (rent \$3000), United Fund \$6500 for Iowa County delivery and fuel, First Presbyterian Church of Highland \$122, Immanuel United Church of

Christ, Darlington, \$100, Village of Argyle \$150, and Emergency Food and Shelter Program \$803 for Iowa County 2015. General vouchers were \$38,273.32, and cash on hand is \$44,249.48. Jan said this is an appropriate balance to have. Cecile commented that she had requested an extra \$1000 from United Fund, and got it. After mentioning that a driver training day was part of the grant, the board said she should have the volunteer driver training, and document it. Budget Reports: Based on 2/12th of the annual budget, our net income was \$37,121.99 over budget, which is good because the income is needed now for cashflow purposes. Monthly Participant Numbers: Cecile noted that Shullsburg is up an average of 4 meals per day from February last year, and Argyle is up 5. Iowa County has more home delivered meals year to date than last year. *Motion to approve the monthly reports made by Bomkamp; seconded by Korn. Motion carried.*

9. **Annual Appeal – Update** Cecile didn't have a current list because she was waiting to hear if the UCC Darlington donation was part of the appeal. The total is \$3360, about \$700 less than 2014. Cecile said the reminder postcard is at Inkwell—and she will send them early April now.
10. **Director's Report** _ Cecile reported that we are delivering meals to Summit Apartments, which is 4 buildings owned by the village of Barneveld, on Tuesdays and Thursdays. She said we have been delivering meals in Ridgeway since October. We are going there Monday through Thursday now. She said she wants 2 Ridgeway drivers, and 2 Barneveld drivers. She can say she has a rural route there. We still have issues with the new Benton stove. Cecile has notified Kessenich's. We need to get this resolved while it is still under warranty. March is National Nutrition month, and Cecile plans to go to Highland, Dodgeville, Arena, Darlington, Belmont, Blanchardville, South Wayne, and Linden mealsites to educate about adding flavor with citrus, herbs, and spices. The national theme is "Savor the Flavor of Eating Right".
11. **Grant Update** From the Blanchardville/Hollandale Fund, Cecile asked for \$300 for new trays, because they need to be replaced occasionally, and reuseable soup bowls. She may get them an insulated bag for all the hot food, and another for the cold, because we can no longer use the contact paper covered dividers in the individual coolers. Cecile had more dividers cut for the sites who wanted them. She has them covering them with gallon freezer bags.
12. **Training Request-Possible Action** –Wegner CPA's is hosting a 3-day training for the Certified Nonprofit Accounting Professional. This is the "gold star standard training for nonprofit financial professionals". The course costs \$699, and that includes 3 days of in-person training- April 27, May 4, and May 11-all course materials, certification exam, and certification fee. Baker applied for, and was granted, a scholarship of \$250 from Wegner CPA's, LLP.

They were a previous auditor of ours. Korn asked if this was required continuing education, and she said it is not. Cecile said we have extra in our budget for this request, because she had anticipated a full year's depreciation, when we only need half. Motion by Korn to approve attendance and funding of training request, and mileage; seconded by Bartels. Motion carried.

13. Chairperson's Report – None.

- 14. Staff/Site Issues/Reports-possible action-** a. Financial Position- possible sub- Cecile said Ann MacDonald, who had just finished temporary employment with SWAG, a non-profit, may be interested in subbing if the situation arose. Cecile said she could use her for 2 to 3 days per week, if needed.
- b. Evaluation of Director –
At 2:23, Chairman Wolfe called for a ten minute recess.
Motion by Nankee, seconded by Meek, to go into closed session. Roll Call – Wolfe, yes; Bomkamp, yes; Nankee, yes; Bartels, yes; Korn, yes, and Meek, yes. Baker was asked to leave. At 3:09, motion made by Bartels to come out of closed session; seconded by Meek. Motion carried.

- 15. Vouchers-possible action** *Motion by Bomkamp to approve vouchers presented for signing; seconded by Meek. Motion carried.*

- 16. Next Meeting Date & Adjournment** **Next meeting will be Wednesday, April 20th, at 1:00 p.m., in the Health and Human Services Building at 303 W. Chapel St., Dodgeville, WI.** *Motion by Bartels to adjourn meeting; seconded by Meek. Motion carried. Meeting adjourned 3:15 p.m.*